



MINUTES OF THE **REGULAR MEETING OF THE CIVIL SERVICE COMMISSION**
WEDNESDAY, JULY 26, 2000, 9:00 A.M.

Personnel Conference Room
County Government Center
San Luis Obispo, California

Present: Commissioners Cyrus Hays, John Burnham, Wendy Scalise, Jeannie Nix and President Robert Bergman

Staff present: Frank Freitas, Commission Secretary; Angela Passant; Recording Secretary

1. CALL TO ORDER

President Bergman called the meeting to order at 9:00 a.m., and led the flag salute.

2. PUBLIC COMMENT PERIOD

President Bergman asked if the public/audience wished to address the Commission during Public Comment Period. There being none, public comment was closed.

3. MINUTES

June 28, 2000.

IT WAS MOVED by Commissioner Scalise and seconded by Commissioner Nix and carried to approve the minutes for June 28, 2000.

4. MONTHLY REPORT

IT WAS MOVED by Commissioner Burnham and seconded by Commissioner Hays and carried to receive and file the Monthly Report for June 2000.

5. CREATE CLASSIFICATIONS/NEW SPECIFICATIONS

Dori Duke Personnel Analyst commented on the job specification of Personnel Technician I (D.S.S.), and stated this was a result of a classification study conducted for several Sr. Typist Clerk positions. The classification was developed with the idea of working toward the Commission's long-range plan to establish some generic broad-based classification plan for clerical, paraprofessional and technical level type positions in the future.

President Bergman addresses Secretary Freitas for further comments. There was further discussion.

These minutes reflect official actions of the Civil Service Commission. A taped record of the Civil Service Meetings are generally available for inspection.

December 6, 1999

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IT WAS MOVED by Commissioner Burnham and seconded by Commissioner Hays and carried to approve job specification with title to be changed to Departmental Personnel Technician.

6. REVISED SPECIFICATIONS

Secretary Freitas stated that it was requested by Department and Gail West (SLOCEA) that the Public Health Microbiologist I/II/III be deferred until the next meeting.

7. PROPOSED AMENDMENT (Civil Service Ordinance Section 2.40.080 (12))

Rich Granger B Principal Personnel Analyst commented on the Civil Service Ordinance Section 2.40.080 (12), he requested that the Commission direct the Personnel Director to bring this to the Board of Supervisors to amend the Ordinance to be consistent with what has been happening for the last 14 years within the County, that the limitation for temporary help hours be 960 per fiscal year, instead of the stated 120 working days.

Secretary Freitas commented that when the Commission changed the rule 14 years ago, the Ordinance section wasn't officially changed by the Board, but it was changed in our Ordinance in our Civil Service Book.

IT WAS MOVED by Commissioner Burnham and seconded by Commissioner Scalise and carried to approve the Civil Service Ordinance Section 2.40.080(12) to change the wording of temporary help hours/days to be presented before the Board of Supervisors.

8. ANNUAL REPORT

Commissioner Scalise requested that the New/Revised numbers be separated.

IT WAS MOVED by Commissioner Scalise and seconded by Commissioner Nix and carried to receive and file the annual report as amended by separating New/Revised specification numbers for the current year only.

9. FUTURE AGENDAS

Secretary Freitas stated that there might be some minimum qualification issues coming up, this will probably be on the next agenda for the Commission.

10. TIME RESERVED FOR COMMISSION PRESIDENT

Nothing to report.

11. TIME RESERVED FOR COMMISSION ATTORNEY

Nothing to report.

12. TIME RESERVED FOR COMMISSION SECRETARY

Secretary Freitas gave a report on 5.05 (a) Policy Guidelines. There was further discussion. Secretary Freitas then gave a report on the recruitment for Personnel Director.

There being no further business, the regular meeting was adjourned.

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Respectfully submitted,

Frank Freitas
Commission Secretary